

Step-by-step guide to selecting rooms and beds

STEP 1: Login to eRezlife

Log in to <https://lcc.erezlife.com/> with your LCC username and password. Then, click "housing overview" to navigate to the **Room lottery page**.

The screenshot shows the eRezlife dashboard. On the left is a dark sidebar menu with the following items: Applications & forms, Home, General, My profile, Assessments, Housing, Housing overview (highlighted with a red box), Academic Year 2020-2021, My roommate profile, Roommate groups, Forms, My forms, and Bulletins & resources. The main content area is titled 'RECOMMENDED ACTIONS' and contains two buttons: 'manage housing applications' and 'apply for housing'. Below this is an 'Upcoming' section for 'Mar 19' with a 5:00 PM event titled 'Housing Deposits due April 10'. The event description states: 'Housing deposit deadline has been extended one week and is now due April 10th. Payment only accepted by bank transfer so please plan ahead to give time for the payment to clear.'

STEP 2: Previewing rooms

1. After receiving the official notification with your selection time (by email) you can see here when your timeslot will be. A timer will also count-down as your opening time gets near.
2. Click "Preview room" to start browsing rooms and selecting favorites.

The screenshot shows the eRezlife dashboard. The sidebar menu is the same as in the previous screenshot. The main content area is titled 'Pending items' and 'Room lottery'. A notification box contains the text: 'Your room lottery timeslot is Apr 15, 2020 at 11:00 am EEST.' Below this is a 'Preview room' button with a magnifying glass icon, which is highlighted with a red box and a red arrow. Below the notification is an 'Application forms' section with the text: 'Start your residence application by clicking the "Apply now" button for the application you are interested in.' Below this is a table with the following data:

Name	Deadline	Status
Academic Year 2020-2021 (Returning Students)	Mar-26,-2020 (Dec 1, 2020)	Complete Withdraw application?
Summer 2020 (Summer residents)	Apr 17, 2020	

STEP 3: Browsing rooms

Use the drop-down menus on the left to search for available rooms and beds in each hall and floor.

Academic Year 2020-2021 (Returning Students)
Application deadline: Mar 26, 2020

Find your room

- Use the search filters on the left to find a room.
- Click the star ★ on the right to mark the room as a favorite. (tip: this will give you quick access once your selection is open)

Only show my favorites ★
 Search for rooms

Search using the filters on the left.

Hall
Enns Hall

Floor
2nd

Search

Click on the star beside a room to save preferred rooms (called, “Favorites”). Later you can quickly search only for your favorites when your timeslot arrives.

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Application deadline: Mar 26, 2020

Find your room

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Only show my favorites ★
 Search for rooms

Hall
Enns Hall

Floor
2nd

Search

8 rooms match your search

Room S201	★
Room S202	★
Room S203	★
Room S205	★

STEP 4a: Selecting rooms and beds

When your timeslot opens, the “Housing overview” page will look like this. Click “Browse rooms”.

Applications & forms

- Home
- General
- My profile
- Assessments
- Housing
- Housing overview
- Academic Year 2020-2021
- My roommate profile
- Roommate groups
- Forms
- Bulletins & resources

Pending items
Room lottery
You may now browse rooms and make your selection.

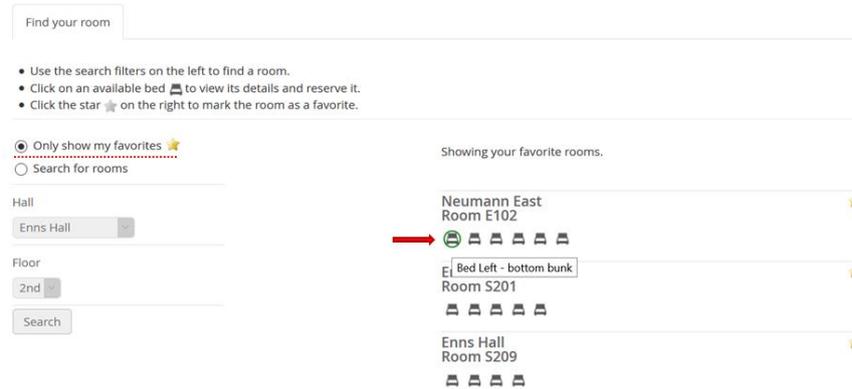
Browse rooms

Application forms
Start your residence application by clicking the “Apply now” button for the application you are interested in.

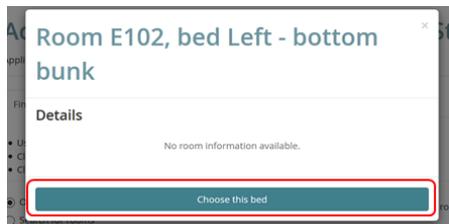
Name	Deadline	Status
Academic Year 2020-2021 (Returning Students)	Mar-26, 2020 (Dec 1, 2020)	Complete Withdraw application?
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Then you can either search for rooms as described above, or click to “Only show my favorites”.

By hovering the mouse over a bed within a room, you can see what each bedspace is (Example, Left - bottom bunk). Otherwise, if you select a bed that is not your preference, you and your roommates will be able to rearrange bed assignments up until the end of room selection.



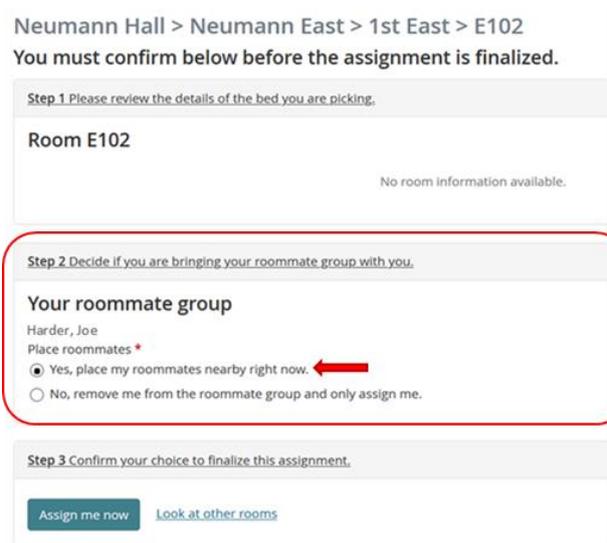
Click your desired bed, then click “Choose this bed”.



STEP 4b: Bringing your roommates along!

When selecting your bed space, you must click "Yes, place my roommates nearby right now." This means that you are placing them in the same room as you. Once you and your roommates are in the same room, you can adjust bed-spaces to meet everyone's preferences.

Then click “Assign me now”.



STEP 5: Rearranging bed assignments (within a room)

1. If you are not happy with the placement within the room, click “Reassign beds”.

Find your room

Neumann Hall > Neumann East > 1st East > E102

Your reservation is complete!

You may change your mind and choose from alternate available beds until **Apr 18, 2020** after which your choice will be considered final.

Your roommate group  [Reassign beds](#)

Room E102

Residents

- Bed Left - bottom bunk: **Howell, Aaron (You)**
- Bed Left - top bunk: **Harder, Joe**
- Bed Left - window: Empty
- Bed Right - bottom bunk: Empty
- Bed Right - top bunk: Empty
- Bed Right - window: Empty

2. Then use the drop-down menus to move people around within the room. When complete, click “Assign beds”.

Reassign beds

Neumann Hall > Neumann East > 1st East > E102

Room E102

BEDS

- Bed Left - bottom bunk: Currently assigned to: Howell, Aaron (You)
- Bed Left - top bunk: Currently assigned to: Alnajjar, Obada
- Bed Left - window:
- Bed Right - bottom bunk:
- Bed Right - top bunk:
- Bed Right - window:

[Assign beds](#)